FORM 3 – ATTORNEY'S ACCOUNTING

You should prepare an accounting at least once each year. You can prepare a monthly accounting to keep up to date in case you have to prepare an accounting more often. You should always be prepared to give an accounting when asked or required. You can change this form to fit your situation as needed.

Accounting summary in the estate of ____

Name of Donor:	
Closing statement of assets for	
Asset (describe below)	**Current Value (minus debts)**
Total	

Assets are anything worth money, e.g. property, bank accounts, cash on hand, investments, vehicles, jewellery, etc.

Name of Donor:		
Statement of liabilities for ______________________________		
Liabilities (describe below)	**Current Debt**	**Account number**
Total		

Liabilities are anything the donor owes or has agreed to pay on someone else's behalf (usually called co-signing or personal guarantee).

Records and Receipts				
Date	**Record**	**Receipt**	**Copy/original attached**	**Scanned & saved**

Accounting summary in the estate of ______________________________

Period covering ______________________________

Prepared by ______________________ **on** ______________________

SUMMARY

Asset total	**$**
Liabilities total	**$**
Final total for year	**$**